

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **294**

PAGE
NO. **1.**

1. Requesting Agency **MARYLAND-NATIONAL
CAPITAL PARK AND PLANNING COMMISSION**

2. Division or Bureau of Requesting Agency
SECRETARY-TREASURER

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>RETIRED BONDS AND COUPONS</u></p> <p>Size: 11" x 14" Dates: 1935-1950 Quantity: 1 carton (2 cubic feet) File Arrangement: By series Disposable Amount: 1 cubic foot Audit: Bi-annual outside audit</p> <p>This file contains bonds and coupons which have been retired and stamped paid. The Maryland-Washington Regional and Metropolitan District Acts of 1927-1943 authorize the Commission to issue bonds to pay for land purchases and development, bearing not more than 5% interest and maturing in not more than fifty years. The bonds are retired by repayment from the tax levies of the two counties (Montgomery and Prince George's).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER RETIREMENT, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY BY BURNING.</p> <p><u>2. INSURANCE POLICIES</u></p> <p>Size: 4" x 11" Dates: 1927 - - Quantity: 1 carton and 1 document file (2½ cubic feet) File Arrangement: By county and subject insured Disposable Amount: 2 cubic feet</p> <p>These files contain active and expired insurance policies on</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>

7. Agency, Division or Bureau Representative

John F. Nicholson
Signature

SECRETARY - TREASURER
Title

5/23/57.
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/24/57
Date

Morris S. Radloff
Archivist

MAY 26 1957
Date

John F. Nicholson
Secretary

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automobiles, trucks, equipment, park buildings, workmen's compensation policies, and bonds for employees.

RECOMMENDATION: RETAIN FOR DURATION OF THE POLICY OR BOND AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

3. ADMINISTRATIVE ACCOUNTING RECORDS

Size: 11" x 8½"
Dates: 1927 - -
Quantity: 5 cartons (12 cubic feet)
Disposable Amount: 10 cubic feet
Audit: Bi-annual outside audit

These records are composed of the following:

1. Check stubs and canceled checks, showing check number, date, payee and amounts. Checks and stubs are audited and amounts entered in the General Ledger.
2. Reconciliation sheets.
3. Bank Deposit slips, posted to the General Ledger
4. Receipted bills, attached to the voucher
5. Vouchers (Montgomery County-yellow; Prince George's County-blue) authorizing payment show serial number, date, payee, amount, the fund charged, the purpose, and authorized signature. The vouchers are posted to the Disbursements Journal.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. BUDGET AND WORKING PAPERS

Size: 11" x 14"
Dates: 1948-1956
Quantity: 1 transfer file (2 cubic feet)
File Arrangement: By subject, and department
Disposable Amount: 1 cubic foot

This file includes correspondence, plans, proposals, resolutions, work sheets, tables, departmental estimates and other supporting papers used in preparation of the annual budget.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

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LIBRARY

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5. PURCHASE ORDER

Size: 5" x 8"
 Dates: 1927 - -
 Quantity: 2 cartons (2 cubic feet)
 File Arrangement: By serial number
 Disposable Amount: 1½ cubic feet

The Purchase Order shows the name of the person or firm from whom supplies are to be purchased, the date, serial number, date of delivery, item, rate, and cost. The signatures of the person requesting purchase and of the person authorizing the purchase is recorded.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY ACCUMULATION.

6. TIME SHEETS

Size: 8½" x 11"
 Dates: 1950 - -
 Quantity: 2 cartons (2½ cubic feet)
 File Arrangement: By project or park
 Disposable Amount: 2 cubic feet

The Time Sheets are daily records of time worked on each project, showing the names and hours worked by each employee. This information is transferred to the Payroll Journal.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY ACCUMULATION.

7. PAYROLL CARDS

Size: 6" x 11"
 Dates: 1927-1956
 Quantity: 4 card files, 2 cartons (total 4½ cubic feet)
 Disposable Amount: 4 cubic feet

Payroll Cards were prepared for each employee and show the name, Social Security number, department to which assigned, the gross and net pay, and deductions. A copy of Form W-4 was stapled to each card. This information was posted to the Disbursements Journals.

On January 1, 1957, the Todd System (Item 8) supplanted the Card Payroll Method.

RECOMMENDATION: RETAIN FOR DURATION OF EMPLOYMENT, AND FOR THREE YEARS THEREAFTER; THEN DESTROY ACCUMULATION.

 APPROVED
HALL OF RECORDS COMMISSION

 APPROVED BY
BOARD OF PUBLIC WORKS

SECRETARY

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6. Recommendation
of Hall of Records
and Board of Public
Works.

8. PAYROLL JOURNAL

Size: 12" x 12" sheets
Dates: 1957 - -
Quantity: 1 volume
File Arrangement: By name of employee
Audit: Bi-annual outside audit

The Todd System was introduced on January 1, 1957, replacing the Payroll Cards (Item 7). This is a peg-board method of preparing the pay check and posting that information to the employee's journal sheet in one operation. A journal sheet is prepared for each employee showing: name, address, position, race, sex, date of birth, date of employment, pay period, rate, deductions, net pay, and leave record.

RECOMMENDATION: RETAIN FOR DURATION OF EMPLOYMENT AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

9. TOOL INVENTORIES

Size: 11" x 8 1/2"
Dates: 1927 - -
Quantity: 3 cartons (3 cubic feet)
File Arrangement: Chronological
Disposable Amount: 2 cubic feet
Audit: Bi-annual outside audit

Tool Inventories record the dates of acquiring tools and equipment, the item, cost, and date of the inventory.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY ACCUMULATION.

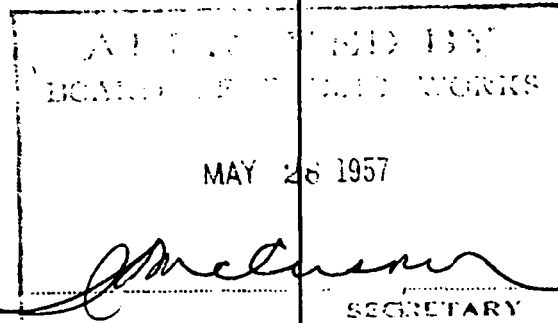
10. GASOLINE USE BOOKS

Size: 4" x 5"
Dates: 1935 - -
Quantity: 1 carton
File Arrangement: Chronological
Disposable Amount: 1 cubic foot

These are field records of gasoline dispensed for motor equipment used in the various projects. Entries show names of the drivers, type of equipment, and the number of gallons of fuel issued.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY ACCUMULATION.

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Hall of Records
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11. GENERAL CORRESPONDENCE FILE

Size: 8 $\frac{1}{2}$ " x 11"
 Dates: 1927 - -
 Quantity: 75 file drawers
 88 transfer files and cartons
 (total 2 $\frac{1}{4}$ cubic feet)
 Annual Accumulation: 9 cubic feet
 Disposable Amount: 180 cubic feet

These files contain correspondence relating to the work and operations of the Commission.

RECOMMENDATION: RETAIN FOR FIVE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

APPROVED
HALL OF RECORDS COMMISSION

MAILED BY
DO
MA 28 1957
[Signature]
SECRETARY